

NEW JERSEY MODEL AGREEMENT
FOR 12th GRADE OPTIONS UNPAID CAREER INTERNSHIPS

(N.J.A.C. Title 6A, Chapter 8, Standards and Assessment for Student Achievement, 6A:8-3.2 Career Awareness and Exploration and Chapter 19 Vocational-Technical Education Programs and Standards, 6A:19-6.4 Structured Learning Experiences)

PART I: STUDENT INFORMATION

Student#: _____ Student Name: _____

Date of Birth (must be at least 16 years old) : _____ Address: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Career Cluster (Optional): _____ Intern Position: _____

Business/Agency Name: _____ Employer ID #: _____

Internship Site Address: _____

Work Site Mentor Name: _____ Telephone: _____ Fax: _____

Start Date: _____ End Date: _____ School Credits/Documentation: _____

Hours of Activities: From _____ to _____ Weekend: From _____ to _____

EMERGENCY CONTACT INFO: Name: _____ **Day Phone:** _____

PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES

As per *New Jersey Administrative Code, Title 6A, Chapter 19, Vocational-Technical Education Programs and Standards*, the **school district** agrees to ensure that

- (1) The unpaid Career Internship shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-6.4(a)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-6.4(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-6.4(c)*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (*N.J.A.C. 6A:19-6.4(c)1*).
- (5) The district will maintain the student's records reflecting the unpaid Career Internship, (*N.J.A.C. 6A:19-6.4(d)*).

Consistent with the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program* requirements, the school district and business/agency understand that the unpaid Career Internship taking place at a work site must include all of the following elements to be consistent with a "learning experience." We agree to ensure that the unpaid Career Internship meets the following regulations:

- (1) The student shall be at least 16 years of age;
- (2) The activity must be related to a formal training plan (*attached to this form*) for the student;
- (3) There is collaboration and planning between work site staff and school staff resulting in clearly identified career orientation learning objectives related to the unpaid activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and a workplace mentor;

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- (7) The unpaid activity is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (8) The student does not replace an employee.

In compliance with the **NJ Department of Labor Child Labor Laws**, the **school district and business/agency** will ensure that the student and parent or guardian understand that the student is not entitled to wages or an offer of employment at the conclusion of the unpaid Career Internship.

Name/Title of School Administrator _____
Signature: _____

Date: _____ District/School Code _____ Name of
District: _____

Mailing
Address: _____ Phone _____ Fax _____

Name/Title of Business/Agency Officer _____
Signature: _____

Date: _____ Federal ID# _____ Name of Business/Agency _____

Mailing Address _____ Phone _____ Fax _____

INSURANCE STATEMENT: The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the unpaid Career Internship. In addition, the parties agree to the scope, nature and responsibilities for insurance coverage of this unpaid Career Internship.

PART 3: STUDENT RESPONSIBILITIES

I agree to follow the conditions of the unpaid Career Internship listed below:

- (1) I will maintain regular attendance both in school and on the unpaid Career Internship site, complete and file assessment reports, and notify the senior option intern coordinator and workplace mentor if I am unable to report to the Career Internship site.
- (2) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and willingness to learn.
- (3) I will talk to the senior option intern coordinator or workplace mentor about any difficulties arising during the Career Internship.
- (4) I will obey the rules and regulations of the workplace and comply with the business/agency's business practices and procedures.
- (5) I will furnish the senior option intern coordinator with all necessary information, complete all reports, and keep a daily record of time and educational/training activities. If school credit is to be awarded, I understand that I will receive credit only if assignments, time sheets and evaluations are satisfactorily completed.
- (6) I will work to acquire the knowledge and skills as outlined in my student training plan.

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I understand that this unpaid Career Internship is not employment and I am not entitled to wages or a promise of employment at the completion of the unpaid Career Internship, as per the ***NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.***

SIGNATURE OF STUDENT: _____ **Date:** _____

PART 4: PARENT/GUARDIAN RESPONSIBILITIES

I agree to the following conditions of the unpaid Career Internship:

- (1) I will encourage my child or ward to effectively carry out unpaid Career Internship assignments and responsibilities as outlined in the student training plan.
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the unpaid Career Internship to the supervising teacher.

I understand that this unpaid Career Internship is not employment and that the student is not entitled to wages or a promise of employment at the completion of the unpaid Career Internship, as per the ***NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.***

I hereby give my consent for _____ to participate in unpaid Career Internship activities during the current school year.

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

PART 5: COMPLETION OF UNPAID CAREER INTERNSHIP

Upon completion of the unpaid Career Internship, I certify that the student has received training in the areas indicated on the attached student training plan:

Student Signature: _____ **Date:** _____

Employer/Agency Signature: _____ **Date:** _____

Senior Option Intern Coordinator: _____ **Date:** _____

School Administrator Signature: _____ **Date:** _____

School Credit Awarded (if applicable): _____

ATTACHMENT: Student Training Plan

NOTE: Attach a copy of the student training plan (N.J.A.C. 6A:19) to this document before signatures are gathered.

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Training Plan (N.J.A.C. 6A:19, NJDOE) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. **NOTE:** All Career Internships must be accompanied by a training plan.

Link to Senior Year Options Website: <http://www.state.nj.us/njded/aps/heqi/option.htm>

Link to “Guidelines for Structured Learning Experiences”: <http://www.nj.gov/njded/voc/sle/>